



CPAC Newsletter

October 2004

Inside this issue:

FDAC Welcomes Two New Employees	1
myPay—New Capabilities	1
FEHB	2
Hiring of Annuitants	2
Open Season Reminders	2
Central Referral System to RE-SUMIX	3
DEERS “Lock Down”	3
Military Records	3
CPAC Customer Survey	4
Attached	4
Excused Absence for Civilians to Vote	5

FDAC Welcomes Two New Employees

The Fort Detrick Advisory Centers welcomes two new members to their staff. We hope you will join us in welcoming them also.

Christine Hockensmith joins our staff as a Human Resource Assistant. She was previously employed at Defense Logistics Agency located at New Cumberland Army Depot in New Cumberland PA. She comes to us with a diverse

background in human resources and will be a great addition to our staff. Her assigned activities will be USAMRIID, USAMMDA and HQ MRMC.. Christine can be reached on 301-619-3233.

Sharon Lewis also joins our staff as a Human Resource Assistant. She was previously employed at Woodrow Wilson International Center for Scholars located in

Washington DC. She brings with her a wealth of knowledges of human resources programs and will be a great addition to our staff. Her assigned activities will be Health/ Dental clinics, Industrial Hygiene Office, 302nd, CPAC, Resources Management, DOIM, FDEO, 114th, PMO, DCS, SPO, USAG (Special and Personal Staff), and USAG Command Group. Sharon can be reached on 301-619-7671.

myPay—New Capabilities

New Capabilities have been implemented to myPay:

Restricted Access Personal Identification Number (RAPIN). The RAPIN allows the member to provide a spouse or trusted individual with a view-only PIN. This is a great

tool for deployed members.

- The member can set the RAPIN by signing into myPay from the main menu and clicking on the “Personal Settings” page.
- Then click on the “Restricted Access PIN”.

- Input the RAPIN and provide it to your spouse/trusted individual.
- For the spouse/family member to use the RAPIN, they simply sign into myPay with the member’s SSN under “LoginID” and

(Continued on page 5)

FEHB

Three NEW 2005 FEHB Handbooks Now Available - FREE - on line:
2005 FEHB Handbook
2005 FEHB Premiums - Non-Postal Rates Handbook
2005 FEHB Premiums - Postal Rates Handbook

2005 FEHB Handbook (235 pages)
We've just posted the 2005 Federal Employees Health Benefits (FEHB) Handbook on our feddesk.com website. This FREE 235 page

handbook covers everything you need to know about your 2005 Federal Health Benefits.

The 2005 FEHB Handbook covers:

- Cost of Insurance
- Health Plans
- Eligibility for Health Plans
- Enrollment
- Leave Without Pay Status
- Termination, Conversion & Temp. Continuation of Coverage
- Annuitants and Compensationers
- Military Service

- Family Members
- Former Spouses
- Forms and Brochures
- Table of Permissible Changes
- And much, much more!

Also available this week:
2005 FEHB Premiums - Non-Postal Rates (35 pages) - FREE
2005 FEHB Premiums - Postal Rates (35 pages) - FREE

Available now at www.feddesk.com

Hiring of Annuitants

Under Title 5, Section 9902, as enacted by the National Defense Authorization Act for FY 2004, annuitants are rehired without any penalty to the annuity they are receiving. This means when annuitants are rehired, they will receive their full annuity as well as the full amount of their salaried position. Approval of rehiring annuitants is contingent on

specific criteria being met: there must be demonstrated evidence that the position is hard to fill; annuitant must possess unique or highly specialized skills; OR they may be rehired for 2087 hours total to mentor less experienced employees/or provide continuity during critical organizational transitions. Annuitants may not be rehired to the same organization or same (or substantially

similar) position from which he/she retired unless the manager who has the authority to appoint annuitants receives approval from the next level manager/supervisor. Requests to rehire an annuitant must be submitted through individual Major Commands. Implementing guidance may be found at <http://www.cpol.army.mil/library/staff/041304-annuitants.html>.

Open Season Reminders

TSP Open Season
The next Thrift Savings Plan (TSP) Open Season will be 10/15/04 through 12/31/04.

FEHB Open Season
The next Federal Employees Health Benefits (FEHB) Open Season will be 11/8/04

through 12/13/04. FEHB Health Fair—11/9/04, at the CAC, building 718 Porter Street, 9am—1pm.

Central Referral System to RESUMIX

In November 2002, a decision was made by Army to transition from the Central Program Referral system to Resumix based on DOD's decision that Resumix would be the DCPDS staffing tool. As of May 2003, all regional Resumix databases have

been migrated into one central Resumix database for all of Army. Army developed an automated staffing suite of tools to ensure standardization and ease of the staffing process. In August, representatives from the HR community and CP-24

subject matter experts met at Fort Eustis to identify and develop local Resumix grammar and the system will be loaded in October. There may be slight delays in issuing CP-24 referrals during this timeframe.

DEERS "Lock Down"

Effective July 1, 2004, each new appropriated fund U.S. employee's personnel data must be electronically received in DEERS before an employee is issued a common access card (CAC). The manual process of entering employee data into DEERS has been "locked down" and replaced by an automated data feed from DCPDS. **This data feed may take up to 48 hours to complete so supervisors will have to make provisions to ensure new employees**

can enter the installation and the work center while they await their CAC card. The "lock down" does not affect non-appropriated fund (NAF) or foreign national employees at this time. Provisions for these employees will be addressed at a later date.

The "lock down" makes it imperative that accession personnel actions are input into DCPDS in a timely manner. Inputting actions in advance of the effective date will help ensure

timely data flow to DEERS. However, it will not eliminate the 24- to 48-hour delay, because a new employee's data will not flow to DEERS until the accession personnel action has processed in DCPDS.

If a new employee is not in DEERS, administrative officers and personnel offices should first ensure the personnel action is processed in DCPDS prior to attempting to obtain a CAC card.

"Each new appropriated fund U.S. employee's personnel data must be electronically received in DEERS before an employee is issued a common access card (CAC)."

Military Records

We receive many requests from employees asking the following question:

"How do I get copies of my military records, DD 214,

or military medical records?"

If you are a veteran, or a deceased veteran's next of kin, please consider submitting a request

online by visiting the National Personnel Records Center at the web site on the next page:

(Continued on page 4)

(Continued from page 3)

[http://
vetrecs.archives.gov](http://vetrecs.archives.gov)

"How do I get my military records, DD 214, or military medical records?" Military service records DD214s from World War I to the present are located at the National Personnel Records Center in St. Louis, Missouri. The dates covered are:

US Army
officers separated after June 30, 1917
enlisted personnel separated after October 31, 1912.

US Air Force
all personnel separated

after September 25, 1947

US Navy
naval officers separated after 1902
naval enlisted personnel separated after 1885

US Marine Corps
Marine Corps officers separated after 1895
enlisted personnel separated after 1904.

US Coast Guard
officers separated after 1928
enlisted personnel separated after 1914

The Coast Guard includes civilian employees of the Revenue Cutter Service, the Life-Saving Service,

and the Lighthouse Service), 1864-1919.

Access to Military Service and Pension Records provides a general description of the request process, including the required form: Standard Form 180 - Request Pertaining to Military Records.

More detailed information on military records requests is available from the National Personnel Records Center.

Information on obtaining veterans service records can be found in the Research Room.

CPAC Customer Survey

"Please access the website and complete a survey which will provide us feedback and help us improve our services to you. ."

[https://
installation.detrick.army.mil/cpac_survey/cmdclimate/
questions.cfm](https://installation.detrick.army.mil/cpac_survey/cmdclimate/questions.cfm)

The CPAC Customer Service Survey is located at the above web address. Please access the website and complete a survey which will provide us feedback and help us improve our services to

you. The survey is very brief and takes only a moment to complete. You will be seeing this web address as a link added to various correspondence from the CPAC, which will allow our customers to respond if they so choose and provide feedback on our personnel advisory services. Our goal is to provide the best quality

personnel advisory services possible in a timely, courteous, and professional manner. The survey contains a "free text" box for your comments and recommendations for improvement. Please access the new survey and let us know how we are doing!

Attached

Attached to this month's newsletter are 2 useful documents—one is a

guide to Beneficiary Designations, and the other is the IVRS menu for the

ABC Center.

(Continued from page 1)

then enter the provided RAPIN.

With the RAPIN and spouse or family member can view and print the LES and W2 but CANNOT make pay changes.

myPay now allows you to provide a personal email

address for future correspondence. The email address will be used to keep you apprised of future events and capabilities, such as, email notification of pay changes and other items of interest. Provide your email address by setting

up your "Personal Preference" page. Don't have a myPay PIN? Go to <https://mypay.dfas.mil>. Click on "Need a New PIN." Request the PIN and a temporary PIN will be sent directly to your email account.

Excused Absence for Civilians to Vote

Early voting will start next week and it's important for supervisors to be aware of DoD and Army's policy. Below is guidance from HQDA regarding allowing civilian employees excused absence to vote. This guidance applies to civil service employees only, not contractors.

Excused Absence for Voting

The Federal Government has a longstanding policy of granting employees limited time off from work (i.e., excused absence) to vote in Federal, State, county, or municipal elections or in referendums on any civic matter in their community. Agencies have discretionary authority to grant excused absence to the extent that such time off does not seriously interfere with agency operations. Typically, polling places throughout

the United States are open for extended periods of time. Therefore, excused absence should rarely be needed. We normally receive a number of questions about excused absence for the purpose of voting in a Presidential election, held this year on November 2, 2004. In anticipation of these questions, we offer the following guidelines for consideration when considering excused absence for voting in unusual situations:

- Generally, where the polls are not open at least 3 hours either before or after an employee's regular work hours, supervisors may grant a limited amount of excused absence that will permit the employee to report for work 3 hours after the polls open or leave from work 3 hours before the polls close, whichever

requires the lesser amount of time off. An employee's "regular work hours" should be determined by reference to the time of day the employee normally arrives at and departs from work.

- If an employee's voting place is beyond normal commuting distance and vote by absentee ballot is not permitted, the employing agency may grant excused absence (not to exceed 1 day) to allow the employee to make the trip to the voting place to cast a ballot. If more than 1 day is needed, the employee may request annual leave or leave without pay for the additional period of absence.

"The excused absence voting guidance applies to civil service employees only, not contractors."

Civilian Personnel Advisory Center

**810 Schreider Street, Suite 106
Fort Detrick, MD 21702**

**Phone: 301-619-2247
Fax: 301-619-2465**

Beneficiary Forms

The recent tragedies involving the Pentagon and the World Trade Center underscore the need for Federal employees to keep their personnel records and beneficiary forms current. If you do not have a designation of beneficiary form on file, benefits are paid according to the Order of Precedence as follows

Designated Beneficiary
Spouse
Child/Children in Equal Shares
Parents
Executor/Administrator of Estate
Next of Kin

An exception to the Order of Precedence is payment of Federal Employees' Group Life Insurance proceeds subject to a court order requiring benefits be paid to a specific person(s). It is not necessary to have a beneficiary form on file, if you are satisfied with the normal order of precedence. If, however, you have completed a designation of beneficiary form in the past, it is your responsibility to ensure that the form reflects the beneficiary you currently desire. A will or last testament **does not** control how Federal benefits are paid unless the benefits are paid to the estate. Beneficiary forms may be completed for benefits as follows:

Form #	Name of Form	Benefits/Proceeds
SF 2808	CSRS-Designation of Beneficiary	Retirement Contributions Lump Sum (when no survivor annuity is payable).
SF 3102	FERS-Designation of Beneficiary	Retirement Contributions Lump Sum (when no survivor annuity is payable).
SF 2823	Designation of Beneficiary - Federal Employees' Group Life Insurance (FGLI) Program	Note: If you designate minor children to receive benefits, a court-appointed guardian will be necessary to receive proceeds; otherwise the Office of Federal Employees' Group Life Insurance will hold proceeds on deposit until the child reaches age 18 or the age of majority based on state law.
SF 1152	Designation of Beneficiary - Unpaid Compensation of Deceased Civilian Employee	Unpaid compensation that may be due at your death, such as unpaid salary, unused annual leave, etc. If you transfer to a new agency, you will need to complete a new form.
TSP 3	TSP - Designation of Beneficiary	Thrift Savings Plan (TSP) proceeds.

You may access these forms electronically by clicking on the Office of Personnel Management's (OPM) website at <http://www.opm.gov/forms> for the SF 1152, 2808, 2823, and 3102. You can obtain a copy of the TSP 3 from the Thrift Savings Plan (TSP) website at <http://www.tsp.gov>. Once you complete your forms, you should submit the

SF 1152, 2823, & 3102 to your CPOC. You will submit the SF 2808, if applicable, to OPM at the address on the reverse side of the form. The TSP 3 should be sent to the National Finance Center at the address on the reverse side of the form. You should make copies of your beneficiary forms prior to submitting them to the appropriate offices, but when you get your copies back certified by the appropriate personnel, ensure your family members know the location of your filed copies.

If you have any questions regarding the completion of beneficiary forms, you may contact the Army Benefits Center-Civilian (ABC-C) at 1-877-ARMY CTR (276-9287). Hearing impaired employees can contact a Benefits Counselor at 1-877-ARMY TDD (276-9833).

IVRS MENU

Call: 1-877-276-9287 (ABC-C) -<https://www.abc.army.mil>

Press **1** D/A Civ Employee
2 Army Unif Svcs

TSP Catch-up contributions Press **1**
If not - Press **2**

Info on the Customer Svc Survey - Press **1**
To access Benefits & Entitlements - Press **2**

Current Army Svc'd Employees -Press **1**
Retired Army Svc'd Emp or Survivor - Press **2**
Temporary Continuation of Coverage FEHB - Press **3**

Use SSN and Pin to access your records
To enter SSN and Pin - Press **1- goes to MAIN MENU**
Forgot PIN - Press **2 -goes below**

To change you pin - Press **1**
To continue press **2**

Will be asked
for your work #

2 Above -Allows you to reset your pin to a 6 digit number of your choice. You will need your last Leave & Earnings Stmt or SF-50 with the following information: SSN, DOB, SCD-Leave, PP, Grade,Step
To enter Press **1**, To replace Press **2** to Exit Press **9**

Main Menu(Select One)

- 1-FEHB
- 2-Retirement
- 3-TSP
- 4-FEGLI
- 5-Benefits News
- 6-Req Faxed Documents
- 9- Exit

FEHB

- 1 - General FEHB-Fax Back
- 2 - Personal FEHB
- 3 - New Emp Cov
- 4 - Self & Fam to Self
Only w/o Changing
Health Plans
- 5 - Open Season Election
- 6 - Cancel FEHB
- 7 - Non-Open Season Chg
- 8 - Faxed Copy of SF2809
- 0 -Transfer to a Benefits
Counselor
- 9 -Return to Previous Menu

RETIREMENT

- 1 -Gen Retirement -Fax Back
- 2 -Pers Retirement Info
- 3 -Retirement Estimate
- 0 -Transfer to Ben Counselor
- 9 - Return to Previous Menu

TSP

- 1 -Personal TSP - Fax Back
- 2 -Enroll or Chg TSP during
Open Season
- 3 -New Employee election
- 4 -Stop Contributions
- 5 -Elect/Chg/Stop Catch-up
Contributions
- 0 -Transfer to Benefits
Counselor
- 9 -Return to Previous Menu

FEGLI

- 1 - Gen FEGLI - Fax Back
- 2 - Personal FEGLI
- 3 - Elect New Emp FEGLI
- 4 - Non-Open Season Elect/
Chg/Term
- 5 - Open Season Election
- 0 - Transfer to Benefits
Counselor
- 9 - Return to Previous Menu

This side of the chart first - then

